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Outline of Proposed DCN Foreign Names Staff Activities

- I. Provide linguistic and geographic advisory services for Defense, Intelligence and other agencies; work up name standardization procedures, romanization systems and glossaries.
- II. Process and maintain adequate files of standard names of all foreign areas for maps, gazetteers, inquiries and other purposes; make standard names information available as required; maintain continuing awareness of developments in all countries that bear on availability and usability of names, and on name requirements.
- III. Maintain a foreign names inquiries service for all Government agencies and the public; edit maps, charts, name lists, and other materials for accuracy and consistency of name usage, as required.
- IV. Participate in the planning and programming of projects involving the use of standard names and romanization systems and the field collection and processing of names.
- V. Carry out tests of field collection techniques under a variety of conditions and recommend procedures based on the results.
- VI. Participate in the processing and review of individual geographic names for mapping projects involving other linguistic systems, such as Arabic, Persian, Amharic, Cambodian, Pashto.
- VII. Assess effectiveness of present and potential processing, storage and distribution procedures including ADP, and recommend improvements.
- VIII. Promote international standardization of geographic names and adoption of joint romanization systems through participation in meetings, exchange of trainees, and other means.
  - A. Stimulate, assist and cooperate with other countries and international organizations.
- IX. Prepare comparable statements of the posture of each independent political entity with reference to its names and its treatment of them; revise the statements as situations change.
- X. Make studies leading to adoption of DCN policies for the standardization of such special categories of names as airport, undersea feature, port-facility, Antarctic, and conventional names.

- XI. Provide and maintain an adequate collection of source materials for the performance of staff functions; participate in inter-agency source procurement activities.
- XII. Carry out basic research in naming and name using behavior, focusing evidence from all parts of the world and formulating general principles.
- XIII. Perform staff services for DGN and its Standing and Advisory Committees; make investigations and reports; conduct meetings; maintain records; handle correspondence.